

Previously used Guidelines for Associate Provost search.

MICHIGAN STATE UNIVERSITY

The Associate Provost for Undergraduate Education and Dean of Undergraduate Studies (APUE) is responsible for overseeing university-level undergraduate initiatives that support and enhance the undergraduate experience; for providing direction to a number of university-wide programs that serve undergraduate students, and coordinating the development and implementation of academic policies and procedures related to undergraduate education. The APUE works closely with the Associate Provost for Academic Services in all areas related to undergraduate admissions and transfer policies, undergraduate curriculum, and instructor systems.

Leadership for University-wide Undergraduate Initiatives

- Provide support for expanding undergraduate student research through the dispersal of research funds, oversight of the electronic database, and University Undergraduate Research and Creative Arts Forum
- Oversee the "UGS" freshman seminars, including freshman study abroad seminars
- Serve on the leadership team for Internationalizing the Student Experience
- Provide advice for the development and enhancement of living and learning programs
- Review and support University general education requirements and promote liberal learning student outcomes

Shared Leadership for Programs and Activities Serving Undergraduate Students

- Works closely with the Office of Admissions in program planning for Academic Orientation programs
- Works closely with the Office of Student Affairs and Services in program planning for Welcome Days
- Works with the Office of Faculty and Organizational Development on initiatives focused on the teaching of undergraduates

Policy Development and Implementation

- Audit student completion of University general education requirements
- Adjudicate administrative hearings involving academic dishonesty and falsification of individual student records

